

<b>Accelerated SAP</b>		<b>BUSINESS PROCESS PROCEDURE</b>	
<b>State of Utah</b>	<b>Organization/Area: Title:</b>	<b>Payroll Department Report of Pay Period Dates Etc.</b>	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Pay Period Dates Etc.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status:	Issued: 10/16/2003    Revised:

## Overview

### Trigger:

Agency payroll staff wants a report showing the schedule of pay periods, holidays, and check dates for a particular year.

<b>Business Process Procedure Overview</b>
This report allows agency staff to view the pay period begin, end, holiday and check dates.

## Procedural Steps

### 1. Access transaction by:

<b>Via Menu</b>	Reports - other > Display pay period dates etc
<b>Via Transaction Code</b>	Z_PAY_PERIODS
<b>Via Favorites Menu</b>	Display pay period dates

Double click on "Display pay period dates etc" and the following screen will appear:

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<b>Input – Available Fields</b>	<b>Field Value</b>
Available years	2003 – 2010

- 1.2 Specify the year.** Select the year from the drop down list.
- 1.3 Click on the Execute button in the upper left area that looks like a clock to view the report.** An example of the report is below.

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Payroll Pay Periods Dates for Selected Year						
Schedule of Pay Periods and Holidays for 2003						
PP	Beg date	End date	Check date	Date Used	Day	Holiday
01	01/04/2003	01/17/2003	01/31/2003			
02	01/18/2003	01/31/2003	02/14/2003	01/20/2003	Mon	Martin Luther King Day
03	02/01/2003	02/14/2003	02/28/2003			
04	02/15/2003	02/28/2003	03/14/2003	02/17/2003	Mon	President's Day (US)
05	03/01/2003	03/14/2003	03/28/2003			
06	03/15/2003	03/28/2003	04/11/2003			
07	03/29/2003	04/11/2003	04/25/2003			
08	04/12/2003	04/25/2003	05/09/2003			
09	04/26/2003	05/09/2003	05/23/2003			
10	05/10/2003	05/23/2003	06/06/2003			
11	05/24/2003	06/06/2003	06/20/2003	05/26/2003	Mon	Memorial Day (US)
12	06/07/2003	06/20/2003	07/03/2003			
13	06/21/2003	07/04/2003	07/18/2003	07/04/2003	Fri	Independence Day (US)
14	07/05/2003	07/18/2003	08/01/2003			
15	07/19/2003	08/01/2003	08/15/2003	07/24/2003	Thu	Pioneer Day (US-UT)
16	08/02/2003	08/15/2003	08/29/2003			
17	08/16/2003	08/29/2003	09/12/2003			
18	08/30/2003	09/12/2003	09/26/2003	09/01/2003	Mon	Labor Day (US)
19	09/13/2003	09/26/2003	10/10/2003			
20	09/27/2003	10/10/2003	10/24/2003			
21	10/11/2003	10/24/2003	11/07/2003	10/13/2003	Mon	Columbus Day (US)
22	10/25/2003	11/07/2003	11/21/2003			
23	11/08/2003	11/21/2003	12/05/2003	11/11/2003	Tue	Veterans' Day (US)
24	11/22/2003	12/05/2003	12/19/2003	11/27/2003	Thu	Thanksgiving Day (US)
25	12/06/2003	12/19/2003	01/02/2004			
26	12/20/2003	01/02/2004	01/16/2004	12/25/2003	Thu	Christmas Day (US)
				01/01/2004	Thu	New Year's day (US)

**1.4 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

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**2      The report heading contains the following information:**

- The report title

**2.2    The columns on the report are listed below with a brief description.**

<b>PP</b>	The pay period number.
<b>Beg date</b>	The date of the first day of the pay period.
<b>End date</b>	The date of the last day of the pay period.
<b>Check date</b>	The date payroll warrants are issued.
<b>Date Used</b>	The date the holiday is observed.
<b>Day</b>	The day of the week the holiday is observed.
<b>Holiday</b>	The description of the holiday.